

22 May 1964

MEMORANDUM FOR THE RECORD

STAT Subject: Items discussed with [ ] on 19 May 1964



2. AREA Conference

A brief description of the Conference included concern over impact of computers, cost of payroll operations by computers, new shelf file equipment and the inclination of industry to generally follow the Federal Government in paperwork management.

3. Federal Records Officers Management Conference at Gaithersburg, Md.

Overall objective of the Conference was the development of an Evaluation Program. The Records Officers in attendance reviewed the guides and evaluation factors developed by GSA; they will be revised and submitted to the Agencies for comment before authentication. The Agencies will probably do more of the evaluating and GSA will review the Agency Audit report. The Evaluation Program is being pushed by several Congressional Committees and the General Accounting Office.

4. Agency Records Management Officers Meetings.

STAT I met with two groups of the Agency Records Officers - DDI-DDS&T and DIC-DDS. [ ] thought that these meetings were a good idea and should be held occasionally.

5. Records Center Experience.

Net receipt for the first 10 months of the FY '64 amounted to 1,231 cu.ft. --an average of 123 cu. ft. per month as compared to 233 cu. ft. per month for the entire FY'63.

6. Personnel.

STAT [ ] approved the Promotion of [ ] He agreed to an additional GS-13 for our Staff. He didn't think it wise to attempt to get any more at this time. It may be appropriate, however, to try for another GS-13 later. He also agreed in principle to a p [ ] bly 2 Quality Step Increases now.

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